TABLE OF CONTENTS

1. VISION STATEMENT 2
2. VALUES 2
3. RATIONALE 2
4. SCOPE 2
5. SCHOLARSHIP PRINCIPLES 2
6. SCHOLARSHIP SPECIFICATIONS 2
7. ELIGIBILITY 3
8. FINANCIAL ASSESSMENT 3
    8.1 Employment income 3
    8.2 Self-employed applicants 3
    8.3 Government benefits 3
    8.4 Assets and liabilities 3
9. SCHOLARSHIP APPLICATION PROCESS 4
    9.1 Stage 1: Application review 4
    9.2 Stage 2: Interview 4
    9.3 Stage 3: Decision 4
    9.4 Acceptance of offer 4
10. CONDITIONS OF SCHOLARSHIP 4
11. ANNUAL REVIEW 5
    11.1 Student progress 5
    11.2 Financial circumstances 5
12. WITHDRAWAL OF SCHOLARSHIP 5
13. PRIVACY 5
14. APPENDIX A: Means-Tested Scholarship Application 6
15. Sophia Mundi Steiner School Means-Tested Scholarship Conditions 10

1. VISION STATEMENT

We strive to create a school that truly equips young people for their engagement with the world and the challenges of this century, by fostering an attitude of learning with purpose and joy

2. VALUES

Our core values include Truth, Courage, Moral and Ethical Responsibility and Growth.

3. RATIONALE

Sophia Mundi Steiner School is committed to making its educational program accessible to students from diverse backgrounds.

The Means-Tested Scholarship Program provides financial assistance to students who demonstrate the potential to contribute positively to the life of the School but whose families may experience financial barriers to accessing a Sophia Mundi education. The scholarship is intended to widen participation and provide educational opportunities to families experiencing genuine financial need.

Means-Tested Scholarships are separate from the Academic and Music Scholarships offered under the Scholarship Policy, which are awarded on merit.

4. SCOPE

This policy applies to:

- New students seeking enrolment at Sophia Mundi Steiner School.
- Existing students whose families experience significant financial hardship.
- Families applying for means-tested financial assistance through the School's scholarship program.

5. SCHOLARSHIP PRINCIPLES

Scholarship decisions will be based on:

- Demonstrated financial need.
- The student's capacity to benefit from a Sophia Mundi education.
- Academic engagement and effort.
- Character and personal qualities.
- Commitment to community engagement.
- Capacity to contribute positively to the School community.

Means-Tested Scholarships are not awarded solely on academic achievement.

6. SCHOLARSHIP SPECIFICATIONS

Scholarships come in the form of remission of tuition fees and may provide:

- Partial remission of tuition fees.
- Significant remission of tuition fees.
- Up to 100% remission of tuition fees in exceptional circumstances.

The value of each scholarship is determined by the Principal and approved within the annual scholarship budget determined by the Board. There are limited scholarship placements available.

The School reserves the right to:

- Not award a scholarship.
- Award a scholarship at a lower value than requested.

- Vary scholarship levels according to available funding.

Scholarships do not cover:

- Additional Music tuition.
- Building fund contributions.
- Voluntary contributions.
- Textbooks and supplies.
- Other ancillary charges.

The Enrolments officer is the first contact for information about this Scholarship program.

RECEPTION: 03 9419 9229
EMAIL: enrolments@sophiamundi.vic.edu.au

7. ELIGIBILITY

Applicants must:

- Be Australian citizens, permanent residents, or hold an appropriate visa permitting school enrolment.
- Meet the School's enrolment requirements.
- Demonstrate genuine financial need.
- Participate in the School's scholarship assessment process.

Preference may be given to students entering Years 7 to 11.

8. FINANCIAL ASSESSMENT

Families seeking a Means-Tested Scholarship must provide evidence of their financial circumstances. Supporting documentation may include the following:

8.1 Employment income

- Most recent ATO Notice of Assessment for each parent/guardian.
- Most recent personal income tax return.
- Current payslips.

8.2 Self-employed applicants

- Business financial statements.
- Trust distributions.
- Company financial statements.
- Accountant's letter if requested.

8.3 Government benefits

- Centrelink statements.
- Family Tax Benefit statements.
- Pension statements.

8.4 Assets and liabilities

Applicants may be asked to disclose:

- Real property ownership.
- Mortgage obligations.
- Savings and investments.
- Motor vehicle ownership.
- Trust interests.

- Other significant assets.

The School may request additional evidence where required.

9. SCHOLARSHIP APPLICATION PROCESS

Interested families request a Means-Tested Scholarship application form (Appendix A) from the Enrolments officer. The form must be completed and returned, together with the required supporting documents, by the closing date. Applications received after the closing date, or without the required financial documentation, will not be considered.

Scholarship applications will be assessed in three stages.

9.1 Stage 1: Application review

The School will review:

- The scholarship application.
- School reports.
- References.
- The student statement.
- Financial documentation.

9.2 Stage 2: Interview

Short-listed students and families may be invited to attend an interview with the Principal or Scholarship Panel.

The interview will consider:

- Student motivation.
- Family circumstances.
- Alignment with Sophia Mundi values.
- Ability to contribute to school life.

9.3 Stage 3: Decision

The Principal determines scholarship recommendations. All applicants will be notified of the outcome of their application. Scholarship decisions are final and no correspondence will be entered into regarding outcomes.

9.4 Acceptance of offer

Families must accept a scholarship offer in writing within 7 school days of receipt of the offer. New families must also submit formal enrolment documentation and pay an enrolment fee within this period. Questions can be sent to the Enrolments officer at enrolments@sophiamundi.vic.edu.au.

10. CONDITIONS OF SCHOLARSHIP

Recipients are expected to:

- Maintain satisfactory attendance.
- Demonstrate appropriate effort and engagement.
- Meet behavioural expectations.
- Participate positively in school life.
- Comply with School policies.

Scholarship recipients may be asked to participate in:

- School activities.

- Open days.
- Community events.
- Scholarship promotion activities.

Families must tell the School in writing as soon as possible if their financial circumstances change materially during the life of the scholarship.

11. ANNUAL REVIEW

Means-Tested Scholarships are subject to annual review. The period for which a scholarship is offered will be stated in the scholarship offer, and continuation during that period is subject to the annual review.

11.1 Student progress

The review will consider:

- Attendance.
- Learning engagement.
- Academic effort.
- Behaviour and wellbeing.

11.2 Financial circumstances

Families may be required to submit updated:

- Tax returns.
- Notices of Assessment.
- Financial statements.
- Other supporting evidence.

Failure to provide requested documentation may result in suspension or withdrawal of the scholarship.

12. WITHDRAWAL OF SCHOLARSHIP

A scholarship may be withdrawn where:

- Information supplied is inaccurate or misleading.
- Financial circumstances no longer support assistance.
- School fees remain unpaid.
- The recipient's conduct is unsatisfactory, or the recipient is suspended or excluded from the School.
- Attendance expectations are not met.
- The student withdraws from the School.

13. PRIVACY

Financial and personal information will be managed in accordance with the School's Privacy Policy and applicable privacy legislation.

All financial documentation will be treated confidentially and only accessed by authorised staff involved in the scholarship assessment process.

14. APPENDIX A: Means-Tested Scholarship Application

Application date: _____ Year to start: _____

STUDENT DETAILS

Student surname: _____ Given name: _____

Date of birth: _____ Gender: _____

Citizenship / visa status: _____

Is the student currently enrolled at Sophia Mundi? Yes / No

Name of current school: _____

How long has the student attended the current school? _____

Name of previous school (if applicable): _____

Year level applying for entry: Prep Class 1 Class 2 Class 3 Class 4 Class 5 Class 6

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

FAMILY INFORMATION

Parent/Guardian 1 Mrs / Mr / Ms / Miss / Dr (please circle)

Full name: _____

Street address: _____

Suburb/City: _____ State: _____ Postcode: _____

Home phone: _____ Mobile phone: _____

Email address: _____

Does the student live with this parent/guardian? Yes / No

Parent/Guardian 2 Mrs / Mr / Ms / Miss / Dr (please circle)

Full name: _____

Street address: _____

Suburb/City: _____ State: _____ Postcode: _____

Home phone: _____ Mobile phone: _____

Email address: _____

Does the student live with this parent/guardian? Yes / No

Number of dependent children in the family: _____

Number of children enrolled, or to be enrolled, at the School: _____

FINANCIAL INFORMATION

The information in this section is confidential and will only be accessed by authorised staff involved in the scholarship assessment process. Please attach the supporting documents listed below.

	Parent/Guardian 1	Parent/Guardian 2
Employment status (employed, self-employed, not employed, retired, other)		
Occupation		
Employer or business name		
Taxable income per most recent Notice of Assessment ($)		
Government benefits received (type)		

Weekly rent or mortgage repayment ($): _____

Other regular financial commitments: _____

Assets and liabilities

Item	Details and approximate value ($)
Real property (address, estimated value, mortgage balance)	
Savings and investments (approximate total)	
Motor vehicles (number, make and year)	
Trust interests	
Other significant assets or liabilities	

Assistance requested

☐ Partial remission ☐ Significant remission ☐ Up to 100% (exceptional circumstances)

Has the family applied for or received fee assistance elsewhere? Yes / No

If yes, details: _____

Please describe any circumstances affecting your family's ability to pay school fees:

_____

_____

_____

_____

Supporting documents

Please tick the documents attached to this application.

- ☐ Most recent ATO Notice of Assessment for each parent/guardian
- ☐ Most recent personal income tax return
- ☐ Current payslips
- ☐ Self-employed applicants: business financial statements, trust distributions, company financial statements, accountant's letter (if requested)
- ☐ Government benefits: Centrelink, Family Tax Benefit or pension statements
- ☐ Assets and liabilities: evidence of property, mortgage, savings, investments, vehicles and trust interests (if requested)
- ☐ Copies of the applicant's two most recent school reports

ACADEMIC INFORMATION

Please list all subjects and final grades from the applicant's most recent school report:

_____ _____

_____ _____

_____ _____

Relevant courses or academic achievements:

_____

_____

Extracurricular activities:

_____

_____

REFERENCES

Please provide the names and contact information of two referees who can speak to the applicant's academic engagement, character and potential.

Reference 1

Name: _____ Relationship: _____

Email: _____ Phone number: _____

Reference 2

Name: _____ Relationship: _____

Email: _____ Phone number: _____

STUDENT STATEMENTS

Why Sophia Mundi Steiner School? Please explain why you would like to be a student at Sophia Mundi and how you would contribute to the School community.

List any community leadership achievements or involvement (for example fundraising, SRC, festivals or open days):

List any cultural achievements or involvement (for example music, dance, drama or art):

FAMILY SIGNATURES

We declare that the information provided in this form and the attached documents is true, correct and complete. We understand that the School may verify this information and request additional evidence, and that inaccurate or misleading information may result in the application being declined or a scholarship being withdrawn. We consent to the School collecting and using this information to assess this application in accordance with its Privacy Policy. We have read and agree to the terms outlined in the Means-Tested Scholarship Conditions.

Student name: _____

Signature (Student): _____ Date: _____

Parent/Guardian 1 name: _____

Signature (Parent/Guardian 1): _____ Date: _____

Parent/Guardian 2 name: _____

Signature (Parent/Guardian 2): _____ Date: _____

As outlined in the scholarship conditions, copies of the applicant's **two** most recent school reports and the required financial documentation must accompany this application, together with a completed Enrolment Form where the applicant is a new student.

OFFICE USE ONLY

Application received: _____ Date: _____

Financial documentation complete: Yes / No Checked by: _____

Interview completed: _____ Date: _____

Principal / Panel recommendation: _____

Outcome notified: _____ Date: _____

15. Sophia Mundi Steiner School Means-Tested Scholarship Conditions

1. Eligibility

Sophia Mundi is a coeducational and non-denominational Steiner School at all levels from Prep to Year 12 with the International Baccalaureate Diploma Program in Years 11 and 12.

Means-Tested Scholarships are awarded on the basis of demonstrated financial need, together with the student's capacity to benefit from and contribute to a Sophia Mundi education. Applicants must be Australian citizens, permanent residents, or hold an appropriate visa permitting school enrolment, and must meet the School's enrolment requirements.

2. Scholarship entitlements

Scholarships provide remission of tuition fees. The value of each scholarship is determined by the Principal within the annual scholarship budget approved by the Board and may vary. The School reserves the right to withhold a scholarship, to award a lower value than requested, and to vary scholarship levels according to available funding. There are limited scholarship placements available.

Additional music tuition, building fund contributions, voluntary contributions, textbooks and supplies, and other ancillary charges are not covered by the scholarship.

3. Annual review and change of circumstances

Scholarships are reviewed annually. Families may be required to provide updated tax returns, Notices of Assessment, financial statements and other supporting evidence. Families must tell the School in writing as soon as possible if their financial circumstances change materially.

4. Withdrawal of scholarships

A scholarship may be withdrawn if:

- information supplied is inaccurate or misleading.
- financial circumstances no longer support assistance.
- school fees remain unpaid.
- the recipient's behaviour, conduct or progress is considered to be unsatisfactory, or the recipient is suspended or excluded from the School.
- attendance expectations are not met.
- requested financial documentation is not provided.
- the student leaves the School.

5. Application for scholarship

Applicants must apply using the Means-Tested Scholarship Application Form (Appendix A). Copies of the applicant's two most recent school reports and the required financial documentation must be included with the application.

6. Application closing date

Scholarship applications will be accepted until close of business on **[closing date to be confirmed]**.

7. Notification of applicant outcome

Short-listed applicants may be invited to attend a Scholarship Interview with the Principal or Scholarship Panel. All applicants will receive notification as to the outcome of their application. Scholarship decisions are final.

8. Privacy

Financial and personal information is managed in accordance with the School's Privacy Policy and applicable privacy legislation. Financial documentation is treated confidentially and is only accessed by authorised staff involved in the scholarship assessment process.